

## ASSISTANT CITY AUDITOR

### DUTIES

1. To supervise and manage assigned areas of responsibility within the City Auditor's Office.
2. To assume the duties and responsibilities of the City Auditor in his/her absence or at his/her request.

### ACCOUNTABILITIES

1. Supervising and managing assigned areas of responsibility within the City Auditor's Office.
  - A. Effectively recommending the hiring, transfer, suspension or discharge of subordinate personnel.
  - B. Training, supervising, evaluating, rewarding, and disciplining subordinate personnel.
  - C. Defining needs, requirements, timetables, and priorities of assigned work projects.
  - D. Assigning and directing the work of subordinate personnel.
  - E. Delegating authority and responsibility to appropriate staff to carry out job assignments.
  - F. Providing direction and assistance with operational problem solving.
  - G. Adjusting employee grievances on behalf of the employer.
  - H. Providing for office and reporting procedures and other administrative functions.
  - I. Assisting in the formulation of financial policies, plans, and procedures for the City.
  - J. Advising and assisting City departments, authorities, and subgrantee agencies in developing, improving, and evaluating automated accounting systems and procedures.
  - K. Keeping abreast of laws and regulations which have an impact on the City's accounting methods and procedures.
2. Assuming the duties and responsibilities of the City Auditor in his/her absence or at his/her request.
  - A. Supervising the preparation of the City's Comprehensive Annual Financial Report, including all supporting schedules, work papers, and statements.
  - B. Supervising the maintenance of all City funds and account groups in accordance with generally accepted accounting principles.
  - C. Providing audit services to City departments and authorities, or other outside agencies, when deemed necessary or as required by contractual agreements or State and Federal grant regulations.
  - D. Participating in the preparation of the City's annual operating budget.
  - E. Representing the City Auditor at City Council and other meetings.

## MINIMUM QUALIFICATIONS

### 1. Experience and Education

- A. Educational background which includes a demonstrated proficiency in the knowledge, skills, and abilities listed below (examples of such education might include a degree in Accounting, Business Administration, or a similar field of study).
- B. Verifiable, satisfactory work experience in a position of similar complexity and level of responsibility; or
- C. A combination of similar education and experience which demonstrates proficiency in the knowledge, skills, and abilities listed below.

### 2. Knowledge and Skill Requirements

- A. Extensive knowledge of the theory, principles, methods and practices of a double entry accounting system.
- B. Extensive knowledge of accrual and cash methods of accounting.
- C. Extensive knowledge of cost accounting.
- D. Knowledge of office procedures, practices, and equipment.
- E. Knowledge of the laws and regulations governing municipal accounting, including the City Charter and ordinances, Minnesota statutes and Federal accounting practices.

### 3. Abilities

- A. Ability to supervise and administer the activities of a large accounting unit.
- B. Ability to prepare highly complex financial reports.
- C. Ability to establish and maintain effective working relationships with fellow employees, other units of government and with the general public.
- D. Ability to communicate effectively in writing and speaking.
- E. Ability to perform SEDENTARY WORK \*

\* SEDENTARY WORK is defined as lifting 10 pounds maximum and occasionally lifting and for carrying such articles as dockets and ledgers.

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